

APPENDIX A

SCOPE SUMMARY RENTON AIRPORT BUSINESS PLAN

TASK	DETAILS/ DELIVERABLES
<p><i>Task 1)</i> <u>Available Space:</u> Based upon the adopted Airport Master Plan, the City's Business Plan Goals, current airport leases, and other information provided by the City, identify airport space that is available now and which will become available over the next 20 years to new users and businesses. This information shall be identified in square footage and hangar space.</p>	Inventory of current and future available airport space by square footage and hangar space
	Parcel map, keyed to the database, in AutoCAD format
<p><i>Task 2)</i> <u>Identify current uses.</u> Identify current uses in terms of square footage and activity levels in average daily arrivals and departures. These uses include: the Boeing Company, recreational non-seaplane aircraft use, seaplane operation, pilot training, charter services, non-charter commercial Business use (propeller driven aircraft), Business jet operations, fueling, maintenance and repair, tie down space, helicopters, hangar rental and miscellaneous other uses.</p>	Inventory of leased areas and parcels by type of usage
	Summary of daily activity levels by type
<p><i>Task 3)</i> <u>Tenant uses vs. non-tenant uses.</u> Estimate the percentages of current activity (daily arrivals and departures) for airport tenants compared to non-tenant airport users. Present information in tabular form.</p>	Chart of current usage by type
<p><i>Task 4)</i> <u>Market demand.</u> Identify use trends and market demands for reliever airports in the Puget Sound region. Identify the impacts of projected new uses on the airport and the community.</p>	20-year unconstrained market demand by type of use

TASK	DETAILS/ DELIVERABLES
<p>Task 5) <u>Property management/lease issues.</u> The City is investigating more direct management of airport property as opposed to allowing this to be done by airport tenants through subleases. This would be accomplished by taking control of property freed up as leases expire. The City is also investigating issuing shorter-term leases to further this purpose. Benefits of this approach will be greater control by the City over airport uses and improved lease revenues. Costs will include the need to increase City staff resources to manage this property, and also the possibility that prospective tenants will not be willing to install infrastructure improvements as a part of shorter-term leases. Identify the costs and benefits involved with the City assuming more proactive control of airport leases, airport construction and leasing of hangars, and airport property management.</p>	Draft leasing policy through 2021 for Renton Municipal Airport
	Cost and benefit analysis
	Comparative information from up to 5 airports nationally
<p>Task 6) <u>Public notice/ impact mitigation/ lease criteria.</u> In exercising more control over airport leases and activities, the City would like to develop and improved process for public notification, and to establish standards and methodologies for identifying and requiring impact mitigation for new operations as needed. Along this line, the City would also like to apply the SEPA process to airport use proposals. The City also needs to establish improved thresholds and screening criteria for the acceptance of airport lease and sublease and operating permit applications. Make recommendations for improvements in these areas.</p>	Legal analysis re use of SEPA vis a vis federal pre-emption
	Recommendations regarding elements of Minimum Standards and a leasing policy creating a higher standard of requirements for airport businesses
<p>Task 7) <u>Business Plan options.</u> The City must consider and balance several interests in establishing a Business Plan for the airport. These interests include:</p> <ul style="list-style-type: none"> • Minimizing impacts to the neighborhoods; • Compatibility with Renton's Business Plan Goals; • Meeting tenant and user market demands and needs; 	Alternative Business Plans with pros and cons

TASK	DETAILS/ DELIVERABLES
<ul style="list-style-type: none"> • <i>Airport infrastructure improvements and revenue; and</i> • <i>FAA noise regulations and non-discrimination covenants.</i> <p><i>Prepare a chart comparing how each of these options will address the identified City interests.</i></p>	Preferred “Consensus” Business Plan
<p><i>Task 8) <u>Report.</u> Thirty copies of a 50% draft airport Business Plan document and a 90% draft airport Business Plan document shall be submitted to Renton for review by the Renton Transportation / Aviation Committee and parties of interest. Revisions requested by Renton as a result of a review of these documents shall be incorporated into the Business Plan. A camera-ready copy and fifty copies of an Executive Summary will be prepared.</i></p>	50% report
	90% report
	Final report and Executive Summary